

**MINUTES OF A REGULAR MEETING
OF THE AIRPORT COMMISSION**

1. CALL TO ORDER

The Torrance Airport Commission convened in a regular session on Thursday, October 8, 2009 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Dingman, Fitch, Jacobsen, Phillips, Tymczyszyn, and Chairperson Donnellan.

Absent: Commissioner Adams.

Also Present: Facility Operations Manager Megerdichian and Business Manager Williams.

MOTION: Commissioner Fitch moved to grant Commissioner Adams an excused absence for the October 8, 2009 Airport Commission meeting. Chairperson Donnellan seconded the motion; a voice vote reflected unanimous approval.

Chairperson Donnellan apologized for his recent absences due to illness and travel.

3. FLAG SALUTE

Commissioner Fitch led the Pledge of Allegiance.

4. AFFIDAVIT OF AGENDA POSTING

MOTION: Commissioner Tymczyszyn, seconded by Commissioner Dingman, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF SEPTEMBER 10, 2009

Commissioner Fitch offered the following corrections to the meeting minutes:

Page 3, paragraph 4, line 4: "...putting the onus on them."

Page 4, Item 8C, paragraph 4, line 2: "She stated that the only possible merge could be with the Environmental Quality and Energy Conservation Commission as it appears to be a catchall and could be related to the Airport Commission via the Noise Abatement Center."

MOTION: Commissioner Phillips moved for the approval of the September 10, 2009 Airport Commission meeting minutes as amended. Commissioner Jacobsen seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Adams).

6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS

Commissioner Fitch announced the Disaster Preparedness Expo on October 10, 2009, the Great American Shake Out disaster drill on October 15, 2009, and Torrance

Unified School District Candidate Forums on October 15 and 19, 2009. She encouraged Commissioners to vote on November 3, 2009 and wished everyone a happy Halloween.

7. ACTION ITEMS

7A. CHANGES TO HANGAR WAITING LIST APPLICATION AND POLICIES

Facility Operations Manager Megerdichian provided background and presented changes to the Hangar Waiting List Application as recommended by the Commission and members of the public on September 10, 2009. He reviewed the summary of changes to the Application: Hangar size amended to reflect two different types of small hangars; approximate door opening width added to each type of hangar size; hangar shape added to each type of hangar size; wingspan added to the Aircraft Information section; and minimum acceptable door width added to the Aircraft Information section.

He presented staff's recommendation to delete Section H and revise pass over language to reflect new Acceptance Policies in the Policies and Procedures. He stated that it has been the practice to recycle applicants to the bottom of the Hangar Waiting List after second declines; under the new proposal, applicants would be refunded their deposit and removed from the Hangar Waiting List. He stated that it would cost applicants \$75 to reapply but recommended keeping the fee in place to make them really think about whether they want to be on the List again.

Facility Operations Manager Megerdichian noted that the Current Hangar Waiting List Application and Policies and Procedures, Proposed Hangar Waiting List Application, Proposed Hangar Waiting List Policies and Procedures, Notice Sent to Waiting List Applicants, and Airport Commission Item from September 10, 2009 were included in Attachments A, B, C, D, and E.

Commissioner Fitch's inquired how applicants would know they could reapply for a hangar and Facility Operations Manager Megerdichian responded that anyone is eligible to reapply. He suggested that it could be verbalized to applicants or added to the certified letter that is sent out after second declines.

Commissioner Tymczyszyn suggested adding another sentence to E. under Acceptance Policies explaining the option to reapply.

Commissioner Jacobsen offered his opinion that this was not really necessary.

Chairperson Donnellan concurred with Commissioner Tymczyszyn's suggestion and pointed out that this way an applicant's information would be current.

Dave Ouwerkerk, Iris Avenue, stated that he is on the Hangar Waiting List and likes the A and B size hangars. He pointed out that the adoption date needs to be changed on the Hangar Application and Policies and Procedures. He questioned how proposed changes would be implemented, noting that signed applications are contracts and cannot be changed.

Commissioner Fitch received clarification that recycling names to the bottom of the Hangar Waiting List has been a practice and is not in writing.

Facility Operations Manager Megerdichian stated that, if approved by City Council, applicants on the List would keep their current place and status. He stated that

notices would be sent out to everyone on the List letting them know that they need to fill out a new application, adding that if an applicant does not agree to the new terms, it would be addressed on a case-by-case basis.

Commissioner Jacobsen received clarification from staff that most information on the Application is optional to fill out. He stated that it is in an applicant's best interest to fill it out in its entirety and, if an item is left blank, an applicant may be offered a hangar that is not acceptable.

Chairperson Donnellan, with concurrence by Commissioner Fitch, suggested adding language under the heading for applicants to please fill out the Application in its entirety.

MOTION: Commissioner Fitch moved to accept and forward to City Council the Proposed Hangar Waiting List Application and Proposed Hangar Waiting List Policies and Procedures as amended per discussion. Commissioner Phillips seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Adams).

8. INFORMATION ITEMS

8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT

Chairperson Donnellan noted that the following reports for October 2009 were included in the agenda material: Hangar and Tie down Rental Status, Ongoing Projects, October 2009 Meeting Room Schedule, Hangar Waiting List, Events Requiring Emergency Response, and Airfield Operations Status.

Facility Operations Manager Megerdichian briefly reviewed the list of Ongoing Projects in Report 2. He stated that 25 contractors showed up for the job walk on September 30, 2009 for Hangar Electrical Phase II and that the last 75 hangars will be rehabilitated. He reported that City Council awarded the contract for Repair of Three Damaged Hangars and work is scheduled to begin next week. He stated that the contract for Airport Slurry Seal was awarded by City Council on October 6, 2009.

8B. LAND MANAGEMENT REPORT – AERONAUTICAL

Chairperson Donnellan noted that a Land Management Update from Land Management Team Chairperson Sunshine was included in the agenda material.

Facility Operations Manager Megerdichian reported that Robinson Helicopter is finalizing plans to build a third structure adjacent to their current ones and will also be providing additional parking.

Chairperson Donnellan related his observation that as Robinson Helicopter increases personnel they should look into how employees exit the facility.

8C. NOISE ABATEMENT QUARTERLY REPORT

No report.

9. ORAL COMMUNICATIONS #2

9A. Commissioner Tymczyszyn received clarification from staff that the speed limit at the Airport is 15 m.p.h. on hangar taxi lanes and 25 m.p.h. around the ramp.

9B. Referring to an October 7, 2009 letter from Mark McGann, Commissioner Tymczyszyn initiated discussion regarding parking regulations at the Airport.

Facility Operations Manager Megerdichian stated that it is preferred that City Hangar tenants not park in front of hangar doors or off of hangar rows but that there is not specific signage in those areas for enforcement. He stated that tenants may park on their tie down spots and that there is signage reflecting No Parking from 10:00 p.m. to 8:00 a.m. in the area Mr. McGann received parking tickets. He advised that parking passes are also available for parking outside the General Aviation Center.

9C. Andy Anderson, Crenshaw Boulevard, told an interesting story about a WWII pilot and expressed concern that someone caused a crack on the wing of his aircraft while it was on a tie-down at the Airport.

Mr. Anderson was referred to Airport Management.

9D. At Commissioner Dingman's request, Facility Operations Manager Megerdichian provided an update on the Airport transition that begins October 11, 2009. He stated that there will be four full-time Operations staff who will transfer under the General Services Department. He advised that functions and hours would remain the same and that he anticipates no down time in Operations.

9E. Chairperson Donnellan relayed complaints that he has received regarding increased noise from helicopter activity at the Airport, even at 4:00 a.m.

Facility Operations Manager Megerdichian stated that helicopter noise can be a nuisance but that they do not generally violate noise regulations. He suggested that it may be Coast Guard helicopters and encouraged residents to call the Noise Abatement Center with any complaints.

10. ADJOURNMENT

MOTION: At 8:22 p.m., Commissioner Dingman, seconded by Commissioner Tymczyszyn, moved to adjourn the meeting to Thursday, November 12, 2009 in memory of Barbara Robinson; a voice vote reflected unanimous approval. The next meeting is in the West Annex meeting room at 7:00 p.m.

Approved as Submitted November 12, 2009 s/ Sue Herbers, City Clerk
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